



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 105

OSC Ref. C.5850¹²

12th May, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Director, Housing Sector Monitoring (GMG/SEG 3)** in the **Housing Policy Branch, Ministry of Economic Growth and Job Creation**, salary range \$2,453,125 – \$2,915,995, per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Senior Director, the incumbent will facilitate the development and implementation of programmes, projects and strategies to monitor the provision of housing solutions to the public as carried out by the Ministry and its Agencies, as well as the Housing Sector, in accordance with Government of Jamaica (GoJ) policies and established standards.

Key Responsibilities

Management/Administrative:

- Delegates and oversees the functions of Direct Reports;
- Develops and co-ordinates the preparation of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Updates the Cabinet on the impact of disasters on the Housing Sector;
- Provides the Cabinet with Status Reports on implementation of Cabinet Decisions regarding projects and programmes;
- Represents the Ministry at various meetings and fora;
- Assists with the overall development of the Ministry's plans and programmes to advance the strategic objectives of the Ministry.

Technical/Professional:

- Develops a Monitoring and Assessment Plan as the framework for the monitoring and assessing of programmes, projects and strategies;
- Develops performance indicators and criteria for the monitoring and assessment of the Ministry, Agencies and Departments engaged in providing housing solutions;
- Participates in negotiations with International Lending Agencies on project funding;
- Organizes and directs monitoring of Ministries, Departments and Agencies involved in the provision of housing solutions.
- Monitors the implementation of Housing policies, legislation, strategies, programmes and projects and makes recommendations to the Ministry and its Agencies;
- Conducts impact assessments and prepares recommendations for the Ministry and relevant stakeholders;
- Recommends programmes and project redesign based on findings emanating from monitoring and evaluation activities;
- Monitors the performance of Agencies and Departments against the programmes and objectives outlined in their Strategic Plans;
- Analyzes Annual Reports and Financial Statements of Agencies and facilitates compliance with GoJ Financial guidelines;
- Provides technical advice and guidance to the Ministry's Agencies in facilitating the attainment of the Ministry's objectives;
- Reviews and comments on project proposals and agreements;
- Receives, reviews and endorses Procurement procedures of Agencies;
- Conducts site visits to keep informed of programmes and project's progress;
- Prepares Monitoring Reports with mitigating strategies based on findings from site visits;
- Prepares reports on results of Monitoring and Evaluation exercises;
- Utilizes Monitoring and Evaluation findings to inform proposals for development/and or revision of Housing Sector policies, regulation and standards;
- Collaborates with the Policy and Research Team to inform policy development;

- Prepares briefs and submissions for the Ministry, Cabinet and Parliament relating to monitoring of the Housing Sector;
- Represents the Ministry at Infrastructure and Legislation Sub-Committee of Cabinet;
- Organizes, facilitates and participates in Project Steering Committee meetings.

Human Resource Management:

- Manages the welfare and development of Direct Reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Develops and reviews the Section's policies, procedures and systems to meet the Ministry's goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment and selection of staff for the Unit;
- Convenes regular staff and ad hoc meetings as necessary to discuss job scheduling in order to facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Unit;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent project management, implementation and evaluation skills
- Risk Analysis skills
- Excellent knowledge of the Housing Sector
- Knowledge of the Ministry's policy direction
- Negotiating skills
- Knowledge of the Ministry or Central Government's operational procedures
- Excellent oral and written communication skills
- Excellent interpersonal, leadership and management skills
- Excellent organizing skills
- Research and analytical skills
- Competence in public speaking/presentation
- Experienced in research methodologies
- Experienced in the use of standard computer applications and analytical tools such as Microsoft Projects

Minimum Required Qualification and Experience

- Master's Degree in Urban Planning, Development Planning and Natural Resource Management or related discipline;
 - Training in Project Management;
 - Training in monitoring and evaluation techniques;
 - Three (3) years professional experience at the management level,
- OR**
- Bachelor's Degree in Urban Planning, Development Planning, Natural Resource Management or related discipline;
 - Training in Project Management;
 - Training in monitoring and evaluation techniques;
 - Five (5) years professional experience at the management level.

Special Conditions Associated with the Job

- Will be required to work in volatile communities;
- Extensive island-wide travelling to conduct site visits;
- Extended working hours.

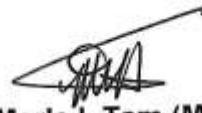
Applications accompanied by résumés should be submitted **no later than Tuesday, 26th May, 2020 to:**

Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5

Email: human.resources@megjc.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Merle I. Tam (Mrs.)
for Chief Personnel Officer